

Appendix I

Sample Agency Meeting Agenda Electronic Government Information Products Assessment

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**Meeting with Health and Human Services Agency
Representatives and Product Respondents**

Tuesday, September 15, 1998
9:15 a.m.

9:15	Introductions	Westat, NCLIS, and HHS Personnel
9:25	Background and Purpose of the Meeting	Westat and NCLIS
9:30	General Questions and Answers <ul style="list-style-type: none">• Sections A and B on the Questionnaire	Westat, NCLIS, HHS Personnel
10:00	Q and A to Sections C and D <ul style="list-style-type: none">• Review Data Collection Procedures	NCLIS, Westat, HHS Personnel
10:30	Break	
10:45	Agency Discussion Questions (Discussion questions posted on NCLIS web site)	Westat and HHS Personnel
11:45	Adjournment	

